

Planning Department

Department Overview

The County Planning Department is responsible for long-range planning, subdivision review, zoning administration and enforcement, and floodplain administration. The director and staff report to the County Administrator, but also provide support to the Zoning Commission and the County Planning Board.

Long-range planning functions include updates to the Gallatin County Growth Policy, County zoning districts, and creation of new neighborhood plans and zoning districts. The Department also assists with countywide trails, parks, open space, and transportation planning.

Subdivision Regulations are applicable to all unincorporated areas of the county. Staff provides support to the County Planning Board and County Commission on proposed subdivisions to ensure compliance with state laws, local regulations and adopted county plans.

The Department is also responsible for administration of the Gallatin County Floodplain Regulations. The Department issues floodplain permits for development within regulatory floodplains.

County Wide Planning is the fund created to track expenses of the County Planning Board. The Board is an 11-member citizen committee required by state law to review compliance with county subdivision regulations and adherence to the Growth Policy and is an extension of the County Planning Department. The County levies a two mill, plus floating millage, to support the planning function. The Board supports the duties of the County Planning Department support through a transfer of \$70,000 in FY 05 to the County General Fund. In addition, the Board has set aside \$63,000 budgeted for contracted services for special projects identified by the board during their budget work sessions. The fund also pays for normal board expenses including overtime expenses for board meetings and the preparation of minutes.

Department Goals

- Dedicated to providing educated, up-to-date, professional, courteous, accurate and efficient service to the citizens of Gallatin County.
- Community planning needs are efficient, effective and response to community's needs.
- Assist County Commission in formulating and complying with Growth Policy Implementation Program.
- Retention of 'experienced professional planning staff'.
- Support staff with training and encourage intra-office training and information sharing.
- Continue to offer a high level of public service, nine hours a day/five days a week, with planner-on-call service during open hours.

Recent Accomplishments

- Implemented annual flow charts tracking workload.
- Successful creation of new zoning districts: South Cottonwood, Bozeman Pass, East Gallatin and Reese Creek. Successful creation of the Four Corners Community Plan.
- Reduced staff and customer frustration levels through use of standardized reports, processes and information sharing.
- Adjusted fee schedule to be commensurate with work required on applications and tasks.
- Utilization of customer feedback process.
- Increased outreach events throughout county, including ongoing work on long-range planning efforts: South Cottonwood Zoning District, Reese Creek Zoning District, Bozeman Pass Zoning District, Four Corners Neighborhood Plan, and updating the regulation, plan and map of the Gallatin County/Bozeman Area Zoning District.
- Update the Gallatin County Subdivision Regulations.

GENERAL GOVERNMENT

Planning Department

Department Budget

Object of Expenditure	Actual FY 2005	Final FY 2006	Actual FY 2006	Request FY 2007	Preliminary FY 2007	Final FY 2007
Personnel	\$ 451,832	\$ 479,923	460,426	\$ 588,107	\$ 571,567	\$ 542,136
Operations	88,268	114,340	92,594	108,771	102,571	102,571
Debt Service	-	-	-	-	-	-
Capital Outlay	6,008	-	6,471	31,355	17,500	17,500
Transfers Out	-	-	-	-	-	-
Total	\$ 546,108	\$ 594,263	\$ 697,904	\$ 728,233	\$ 691,638	\$ 662,207

Budget by Fund Group

General Fund	\$ 546,108	\$ 594,263	\$ 512,328	\$ 728,233	\$ 691,638	\$ 662,207
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 546,108	\$ 594,263	\$ 697,904	\$ 728,233	\$ 691,638	\$ 662,207

Funding Sources

Tax Revenues	\$ 26,265	\$ 153,093	\$ 151,562	\$ 142,819	\$ 87,819	\$ 91,722
Non-Tax Revenues	367,247	406,092	402,031	494,711	529,711	529,711
Cash Reappropriated	152,596	35,078	144,311	90,703	74,108	40,774
Total	\$ 546,108	\$ 594,263	\$ 697,904	\$ 728,233	\$ 691,638	\$ 662,207

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Planning Director	1.00
2	Full-Time	Planner III	1.75
5	Full-Time	Planner II	5.00
0	Full-Time	Planner I	-
2	Full-Time	Program Assistant	2.00
Total Program FTE			9.75

Planning Department

2007 Budget Highlights

Personnel

- Addition of Planner III effect July 1, 2006
- Baseline reflects 2080 for FY 07 versus 2088 Budget in FY 06.
- Personnel cost increase associated with upgrades for increase in staff experience and a need to maintain competitiveness with public and private sector.
- GIS technician supported with Planning Board funds (\$28,000 rollover from FY06).

Operations

- Costs maintained from FY06, with exception of Big Sky Resort Tax allocation.

Capital

- Planning Board - Computers (4) \$10,000, Arc-view maintenance/update \$2,200.
- Big Sky Computer \$2,500
- Big Sky connectivity \$15,000

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which Planning Department is striving to fulfill those goals.

Exceptional Customer Service

- Process applications in a timely manner. Serve the public with respect and courtesy.
- Provide accurate information about zoning, comprehensive and neighborhood plans, subdivision review, and flood plain management.
- Provide information about regulatory requirements, standards, review and approval processes. Engage professionals in the field in discussions on improving processes.
- Consult potential applicants regarding the review and permitting process.

Be Model for Excellence in Government

- Make Planning Department fee schedule commensurate with labor and materials cost.
- Proactively respond to community's planning needs.
- Ensure compliance with state and local planning regulations.

Improve Communications

- Maintain quality communication with customers.
- Participate in open, honest communication.
- Provide exceptional, professional, and up-to-date planning services in a convenient manner to the public.

To be the Employer of Choice

- Create and maintain a thriving, supportive work environment.
- Support state-of-the-art staff, equipment, techniques, and work environment.
- Provide competitive salaries, opportunities for advancement, training opportunities.

Planning Department

WORKLOAD INDICATORS/PERFORMANCE MEASURES

Workload Indicators

Indicator	Actual FY 2004	Actual FY 2005	Estimate FY 2006	Projected FY 2007
1 . Zoning Applications Processed	486	543	500	579
2 . Subdivision Applications Processed		104	120	125
3 . Concept Reviews	146	173	190	190
4 . Number of Satellite Office visits			2	
5 . Final Plats	18	23	32	45
6 . Other activities	139	150	165	185

Performance Measures

Measure	Actual FY 2004	Actual FY 2005	Estimate FY 2006	Projected FY 2007
1 . Fee schedule adjustments by 5%				
2 . Implement Big Sky Satellite office			50%	100%
3 . Complet four long-range planning projects			100%	
4 . Comprehensive amendments to subdivision regulations			60%	
5 . Four Corners Neighborhood Plan			100%	
6 . Growth Policy Implementation Plan-Phase 1			40%	100%

Commentary